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From: Jackson, Kelli D MSgt USAF AFRC AFRC/A1XS Subject: HQ AFRC/A1 09-037-AUTHORITY TO REDUCE TIG REQUIREMENT FOR AFR O-5 AND O-6 RETIREMENTS FY 10 IMPLEMENTATION  
Importance: High

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SUBJECT: (U) AUTHORITY TO REDUCE TIME IN GRADE REQUIREMENT FOR AIR FORCE RESERVE O-5 AND O-6 RETIREMENTS FY10 IMPLEMENTATION

1. EFFECTIVE 22 MARCH 2007, THE SECRETARY OF THE AIR FORCE AUTHORIZED THE REDUCTION OF THE THREE-YEAR TIME IN GRADE REQUIREMENT FOR RESERVE COLONELS AND LIEUTENANT COLONELS TO RETIRE IN GRADE TO NO LESS THAN TWO YEARS. THIS PROVISION SPECIFICALLY APPLIES TO:

a. RESERVE PERSONNEL IN THE GRADE OF LIEUTENANT COLONEL WHO ARE AFFECTED BY FORCE STRUCTURE CHANGES, b. ALL COLONELS, c. AND ALL OTHERWISE ELIGIBLE AGR AND ART PERSONNEL. (NOTE: LIMITATION FOR LIEUTENANT COLONELS DUE TO FORCE STRUCTURE CHANGES DOES NOT APPLY TO AGR LIEUTENANT COLONEL APPLICANTS; ALL ELIGIBLE AGR PERSONNEL IN THE GRADE OF LIEUTENANT COLONEL AND COLONEL MAY APPLY.) THERE ARE UNIQUE AGR AND ART CRITERIA OUTLINED IN PARAGRAPHS 7 (AGR) AND 8 (ART) IN ADDITION TO ALL OTHER REQUIREMENTS IN THIS MESSAGE.

2. THIS AUTHORITY IS NOT RETROACTIVE AND SHALL NOT APPLY TO ANY PREVIOUS RETIREMENTS. THE POLICY AND PROCEDURE OUTLINED IN THIS MESSAGE ARE EFFECTIVE IMMEDIATELY.

3. THE NUMBER OF PERSONNEL PERMITTED TO RETIRE WITH THE REDUCED TIME IN GRADE IS LIMITED TO NO MORE THAN TWO PERCENT OF THE SELECTED RESERVE AUTHORIZED END STRENGTH FOR EACH GRADE PER FISCAL YEAR.

4. IMPLEMENTATION: THIS POLICY WILL REMAIN IN EFFECT UNTIL SUPERSEDED. FOR FY10 TWO PERCENT OF THE CURRENT AUTHORIZED END STRENGTH WILL ALLOW A MAXIMUM OF 90 LIEUTENANT COLONELS AND 24 COLONELS TO RETIRE WITH A MINIMUM OF 2 YEARS TIG. PERSONNEL APPROVED TO RETIRE UNDER THIS POLICY IN FY10 WILL RETIRE NLT 30 SEP 10.

5. ELIGIBILITY CRITERIA:

A. MEMBER MUST BE A LIEUTENANT COLONEL OR COLONEL ASSIGNED TO THE AIR FORCE RESERVE WITH AT LEAST TWO YEARS AND LESS THAN THREE YEARS TIME IN GRADE ON THE REQUESTED RETIREMENT DATE TO RETIRE UNDER THIS AUTHORITY.

B. FOR A RESERVE RETIREMENT, THE MEMBER MUST HAVE 20 YEARS OF SATISFACTORY SERVICE. FOR AN ACTIVE DUTY RETIREMENT, THE MEMBER MUST HAVE SERVED AT LEAST 20 YEARS OF TOTAL ACTIVE FEDERAL MILITARY SERVICE AND ALSO HAVE SERVED 10 YEARS TOTAL ACTIVE COMMISSIONED SERVICE BY THE REQUESTED RETIREMENT DATE IN ORDER TO BE ELIGIBLE TO REQUEST A REDUCED TIME IN GRADE RETIREMENT.

C. RESERVE RETIREMENT APPLICANTS MUST HAVE COMPLETED 2 YEARS OF SATISFACTORY SERVICE IN GRADE. ACTIVE DUTY RETIREMENT APPLICANTS MUST HAVE COMPLETED 2 YEARS OF ACTIVE DUTY SERVICE IN GRADE.

D. ALL AFSCS MAY APPLY.

E. DEPLOYED PERSONNEL MAY APPLY, HOWEVER, THE REQUESTED RETIREMENT DATE MUST BE AT LEAST 30 DAYS FOLLOWING MEMBERS RETURN TO HOME STATION. DEPLOYMENT PERIODS WILL NOT BE CURTAILED.

F. PERSONNEL WITH A RESERVE SERVICE COMMITMENT WILL BE CONSIDERED ON A CASE BY CASE BASIS FOR WAIVER.

G. PERSONNEL ASSIGNED TO THE PARTICIPATING INDIVIDUAL READY RESERVE AND MEETING ALL OTHER ELIGIBILITY REQUIREMENTS, MAY APPLY NO EARLIER THAN 1 AUG 10 AND WILL BE CONSIDERED IF END-OF-FISCAL-YEAR QUOTAS WILL SUPPORT.

#### **6. INELIGIBILITY CRITERIA:**

**A. OFFICERS UNDER INVESTIGATION FOR ALLEGED MISCONDUCT.**

**B. OFFICERS PENDING THE DISPOSITION OF AN ADVERSE PERSONNEL ACTION FOR ALLEGED MISCONDUCT.**

**C. OFFICERS BOUND BY CONTRACT SUCH AS SCHOLARSHIPS OR TUITION ASSISTANCE.**

**D. OFFICERS RECALLED TO ACTIVE DUTY OR MOBILIZED.**

#### **7. AGR APPLICATION CRITERIA AND PROCEDURE:**

A. HQ AGR APPLICANTS WHO MEET THE TWO-YEAR TIG REQUIREMENT ON OR BEFORE THEIR DESIRED RETIREMENT DATE MUST CONTACT THE AGR MANAGEMENT OFFICE (REAMO) PRIOR TO SUBMITTING A RETIREMENT APPLICATION TO REQUEST A TIG WAIVER TO ATTACH TO THEIR RETIREMENT APPLICATION. AF/DPO (COLS AND COL-SELECTS) AND AFPC/DPSOR WILL NOT PROCESS A RETIREMENT APPLICATION USING THE FY10 TIME IN GRADE REDUCTION AUTHORITY WITHOUT VERIFICATION FROM REAMO.

B. AGR APPLICANTS MUST COMPLETE A CURTAILMENT REQUEST TO HQ USAF/REAMO PRIOR TO SUBMISSION OF THE ONLINE RETIREMENT APPLICATION. CURTAILMENT POLICY AND

INSTRUCTIONS CAN BE FOUND ON THE AGR MANAGEMENT COMMUNITY OF PRACTICE ON THE AIR FORCE PORTAL: <https://www.dmy.af.mil/afknprod/ASPs/CoP/OpenCoP.asp?Filter=RC-DP-00-11>

C. AGR MEDICAL OFFICERS UNDER A SPECIAL PAY PLAN CONTRACT AND AGR OFFICERS UNDER AN ACP CONTRACT WHO APPLY FOR RETIREMENT WILL BE EVALUATED ON A CASE-BY-CASE BASIS.

D. AGR MEMBERS MUST TAKE INTO ACCOUNT DESIRED PERMISSIVE TDY AND TERMINAL LEAVE, IF APPLICABLE, IN ADVANCE OF THEIR DESIRED RETIREMENT DATE. THE 120-DAY MINIMUM RETIREMENT APPLICATION REQUIREMENT FOR MEMBERS WHO WISH TO TAKE TERMINAL LEAVE OR PERMISSIVE TDY IN CONNECTION WITH THEIR RETIREMENT IS WAIVED FOR THE DURATION OF FY10.

E. ALL ELIGIBLE AGR PERSONNEL IN THE GRADE OF LIEUTENANT COLONEL AND COLONEL MAY APPLY. LIMITATION FOR LIEUTENANT COLONELS DUE TO FORCE STRUCTURE CHANGES DOES NOT APPLY TO AGR APPLICANTS.

8. ARTs ARE ALSO ELIGIBLE FOR THE REDUCED TIG REQUIREMENTS FOR MILITARY RETIREMENT. HOWEVER, IF CONSIDERING A CIVIL SERVICE RETIREMENT AT THE SAME TIME, AN ART MUST ALSO MEET APPLICABLE CIVILIAN RETIREMENT CRITERIA. THEY WILL HAVE TO BE ELIGIBLE FOR A NORMAL VOLUNTARY CIVILIAN RETIREMENT OR BE REACHING THEIR MSD AND AT LEAST AGE 50 WITH A MINIMUM OF 20 YEARS OF CREDITABLE CIVILIAN SERVICE, OR ANY AGE WITH A MINIMUM OF 25 YEARS OF CREDITABLE CIVILIAN SERVICE.

9. MEETING THE BASIC ELIGIBILITY CRITERIA AND APPLYING FOR RELEASE UNDER THIS PROGRAM DOES NOT GUARANTEE APPLICATION APPROVAL. THE NEEDS OF THE AIR FORCE RESERVE MAY RESULT IN DISAPPROVAL. MEMBERS MUST NOT ENTER INTO ANY IRREVOCABLE COMMITMENTS UNTIL THEY RECEIVE APPROVAL OF THEIR REQUEST.

10. REQUESTS TO CHANGE AN APPROVED RETIREMENT DATE IN ORDER TO TAKE ADVANTAGE OF THE 2-YEAR TIME IN GRADE AUTHORITY WILL BE CONSIDERED ON A CASE BY CASE BASIS.

11. UNLESS SPECIFICALLY ADDRESSED IN THIS MESSAGE, POLICY AND PROCEDURAL REQUIREMENTS IAW AIR FORCE INSTRUCTION 36-3203, SERVICE RETIREMENTS, AIR FORCE INSTRUCTION 36-3209, SEPARATION AND RETIREMENT PROCEDURES FOR ANG AND AIR FORCE RESERVE MEMBERS, AND THE VIRTUAL PERSONNEL CENTER GUARD AND RESERVE (VPC-GR) ONLINE RETIREMENT APPLICATION MUST BE FOLLOWED.

12. USE OF THE VPC-GR ONLINE RETIREMENT APPLICATION IS MANDATORY. VPC-GR CAN BE ACCESSED AT [WWW.ARPC.AFRC.AF.MIL/VPC-GR](http://WWW.ARPC.AFRC.AF.MIL/VPC-GR). FOR AGRs, THE VPC-GR IS ONLY APPLICABLE TO UNIT AGRs AND THOSE HQ AGRs WHO ARE APPLYING FOR A RESERVE RETIREMENT. AGRs ASSIGNED TO HQ ORGANIZATIONS WHO ARE APPLYING FOR AN ACTIVE DUTY RETIREMENT MUST APPLY THROUGH AFPC VIA THE VMPF, [WWW.AFPC.RANDOLPH.AF.MIL/VMPF](http://WWW.AFPC.RANDOLPH.AF.MIL/VMPF).

13. THIS MESSAGE WILL SERVE AS POLICY UNTIL SUPERSEDED BY A SUBSEQUENT MESSAGE OR INCORPORATED INTO AN AIR FORCE INSTRUCTION.

14. MPFs AND BASE PUBLIC AFFAIRS OFFICES WILL NOTIFY BASE PERSONNEL OF THIS OPPORTUNITY.

15. ARPC/DPPR WILL MANAGE REQUESTS FOR A 2-YEAR TIME IN GRADE RETIREMENT ON A CASE BY CASE BASIS AND IN ACCORDANCE WITH STATUTORY DIRECTION. REAMO WILL COORDINATE WITH ARPC/DPPR THE NUMBER OF HQ LEVEL AGR MEMBERS RETIRING UNDER THE REDUCED TIME IN GRADE POLICY. PROGRAM MANAGERS AND/OR UNIT COMMANDERS WILL BE REQUIRED TO REPORT/IDENTIFY TO ARPC/DPPR MEMBERS AFFECTED BY FORCE STRUCTURE CHANGES VIA A STATEMENT IN THE COORDINATOR REMARKS BLOCK ON THE VPC-GR ONLINE APPLICATION. ARPC/DPPR WILL RETAIN THE RIGHT TO DISAPPROVE REQUESTS IN THE BEST INTEREST OF THE AIR FORCE RESERVE.

16. AUTHORITY:

A. TITLE 10, UNITED STATES CODE, SECTION 1370(a)(2)(A) AND THE DELEGATION MEMORANDUM FROM THE SECRETARY OF DEFENSE DATED 5 JUN 2003, AUTHORIZES THE SECRETARY OF THE AIR FORCE TO REDUCE THE THREE-YEAR TIG REQUIREMENT TO NO LESS THAN TWO YEARS.

B. IN A MEMORANDUM DATED 28 MARCH 2007, THE DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE FOR MANPOWER AND RESERVE AFFAIRS, FORCE MANAGEMENT INTEGRATION, AUTHORIZED THE CHIEF OF AIR FORCE RESERVE TO ESTABLISH ELIGIBILITY CRITERIA AND DESIGNATE APPROPRIATE AGENCIES TO ADMINISTER THIS AUTHORITY.

C. THIS MESSAGE DESIGNATES ARPC/DPPR AS THE APPROVAL/DISAPPROVAL AUTHORITY FOR ALL APPLICATIONS.

D. EXCEPTIONS TO POLICY STATED IN THIS MESSAGE WILL BE PROCESSED TO HQ USAF/REP FOR DECISION.

17. POINTS OF CONTACT:

A. ARPC/DPPR MS CAROLE PACKHAM, DSN 926-6369

B. AF/REAMO LT COL RANDALL ROBERTSON, DSN: 297-3020

C. AF/REPX MAJ GENO D'AMICO, DSN 425-6065

D. AFRC/A1 - 0-5s CONTACT SMSGT ERICA SQUIRES, DSN 497-0329,

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